

**CITY OF GLENARDEN**

**MUNICIPAL GOVERNMENT**

| Item No. | Description  | Retention   |
|----------|--|---|
| 1.       | <p><b>ACCOUNTING RECORDS</b></p> <p><b>A. Funding Accounting</b><br/> Year-End Audit Trails</p> <p>Bank Statements, Bank Reconciliation,<br/> Cancelled Checks, Accounts Payable (paid<br/> bills), Accounts Receivable (billings),<br/> Account Reconciliation<br/> Cash Receipts, Daily Recap Sheets, Budget<br/> Work Files, CAFR/financial statement work<br/> files, GFOA award plaques (budget, CAFR)</p> <p>“More Money” letters, Credit Card Charges &amp;<br/> Summaries</p> <p>Monthly Closing Reports</p> <p><b>B. Payroll</b><br/> Payroll Proofs, Payroll Registers</p> <p>Time Sheets, Leave Slips</p> <p>Payroll Tax Returns (941's, W-2's), Quarterly<br/> Payroll Reports</p> <p><b>C. Parking Tickets</b><br/> Daily Posting Reports</p> | <p>Retain Permanently. To be<br/> offered to the State Archives<br/> periodically.</p> <p>Retain for five (5) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for three (3) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for two (2) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for one (1) year and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for seven (7) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for three (3) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for seven (7) years and<br/> until all audit requirements<br/> have been fulfilled, and then<br/> destroy.</p> <p>Retain for two (2) years and</p> |

|    |  |  |
|----|--|--|
| 2. | <b>ADMINISTRATIVE FILE</b><br>Copies of contracts, insurance policies and documents relating to the administration of the City of Glenarden  | until all audit requirement have been fulfilled, and then destroy.<br><br>Retain for (5) years after the expiration and until all audit requirements have been fulfilled, and then destroy.  |
| 3. | <b>GENERAL FILE</b><br>Subject arrangement of original incoming letters, copies of outgoing letters, agendas and minutes of committee meetings, memorandums, reports, studies, surveys, investigations, press releases, newspaper clippings legislative reference material, directives and other miscellaneous papers                            | Screen annually destroying material no longer needed for current business.<br><br>Directives, policies, surveys and other material related to the planning and policy that illustrate the development of the City retain permanently. To be offered to the Maryland State Archives periodically. |
| 4. | <b>BALLOTS</b><br>Actual ballots cast in the annual City election  | Retain for 6 months after the election, and then destroy.  |
| 5. | <b>MINUTES, LEGAL AND ORDINANCES</b><br>Administrative, legislative, and legal opinions from which the City Council takes appropriate action. Include: minutes of Council meetings, charter, ordinances, resolutions, oaths of office, zoning information, variances, right-of-way use agreements and building permits.<br><br>Committee Minutes | Retain originals permanently. To be offered to the Maryland State Archives periodically.<br><br>Retain permanently. To be offered to the Maryland State Archives periodically.   |

|    |   |  |
|----|---|--|
| 6. | <b>PERSONNEL FILES</b><br>Alphabetical arrangement containing the history of each employee actively employed with the City Government. Included in the file are applications, letters of recommendation, salary changes, performance evaluations, correspondence, citations, disciplinary actions, training records, medical information, and resignations. | Retain until termination of employment and for (3) years thereafter, and then destroy. |
| 7. | <b>HISTORIC DOCUMENTS</b><br>Collection of oral histories, historic and special events photographs, histories of architectural styles and houses, essays, about life in the City, genealogies of City residents.  | Retain permanently. To be offered to the Maryland State Archives periodically.         |
| 8. | <b>Personal Property</b><br>Equipment vehicles titles, furniture warranties   | Retain for (5) years or until property is surplus or sold, and then destroy            |
| 9. | <b>Fixed Assets Records</b><br>Land Records, Title Records, Real Estate Files   | Retain permanently. To be offered to the State Archives periodically.                  |

Schedule Approved by Department of Agency, or Division Representative

04-05-05 *[Signature]* Clerk  
Date Signature Title

Schedule Authorized by Hall of Records Commission

AUG 09 2005 *[Signature]*  
Date State Archivist